



— State of —  
**North Dakota**  
*Office of the Governor*  
**John Hoeven**  
*Governor*

**EXECUTIVE ORDER 2002-02.1**  
**(Revised)**

**WHEREAS**, Executive Order 1995-01 created the North Dakota Workforce Development Council to help the citizens of North Dakota maximize their self-sufficiency, and to provide employers with the workforce they need to compete in the global market; and

**WHEREAS**, the United States Congress enacted the National and Community Services Act of 1990, (the Act) as amended through Public Law 106-170, to help meet the unmet human, educational, environmental, and public safety needs of the United States without displacing existing workers; and

**WHEREAS**, the National and Community Services Act of 1990, as amended, allows for the appointment of a State Commission on National and Community Service in order to be eligible to receive a grant or allotment under Subtitle B, School Based and Community Based Service-Learning Programs, and Subtitle C, National Service Trust Programs or to receive a distribution of approved national service positions under Subtitle C; and

**WHEREAS**, North Dakota faces issues related to the declining and aging population in our rural areas; the unemployment and school drop out rate on our Native American Indian Reservations; the out migration of our youth; a shortage of teachers in our rural communities, and the lack of full time law enforcement in many of the state's rural communities; that the National and Community Services Act of 1990 empowers communities to address; and

**NOW THEREFORE**, I, John Hoeven, Governor of the State of North Dakota, pursuant to the authority vested in me by the constitution and laws of the state, pursuant to the National and Community Service Act of 1990, hereby create the State Commission on National and Community Service, (the State Commission) as a separate and independent division of the North Dakota Workforce Development Council. The State Commission shall coordinate its activities with the Corporation for National and Community Service (the Corporation) to the extent required by the Act. The State Commission shall have the following structure and functions.

1. The State Commission's purpose is to foster a bi-partisan, state-level commitment to advancing service initiatives in North Dakota, and to play a leadership role in developing, communicating and promoting a statewide vision of service throughout the State.
2. The State Commission shall have the authority to design, approve and implement all necessary duties and functions including:

- a. Development of a three-year comprehensive national and community service plan and establishment of State priorities;
    - i. Plan must be developed through an open and public process;
    - ii. Outreach process must include input from representatives of established State service programs, representative of diverse, broad-based community organizations that serve underserved populations and other interested people, including young people;
    - iii. The plan must contain such information, as the State Commission considers appropriate and must contain such other information as the Corporation may require.
3. Engage in pre-selection of Subtitle C programs and preparation of application to the Corporation;
  - a. Administer a competitive grant process to select national service programs to include in any application to the Corporation for funding;
  - b. Prepare an application to the Corporation to receive funding and/or educational awards for the programs selected.
4. Prepare Service Learning applications;
  - a. Assist State educational agency in preparing the application for Subtitle B school-based service learning programs;
  - b. May apply to the Corporation to receive funding for community-based subtitle programs after coordination with the State Educational Agency.
5. Administer the grant program;
  - a. Be responsible for administering the grants and overseeing and monitoring the performance and progress of funded programs, once Subtitle C and community-based Subtitle B funds are awarded.
6. Evaluation and monitoring;
  - a. Evaluate and monitor funding and programming of the State Commission on an annual basis.
7. Technical assistance;
  - a. Provide technical assistance to local nonprofit organizations and other entities in planning programs, applying for funds and in implementing and operating high quality programs.
8. Program development assistance and training;
  - a. Assist in development of Subtitle C programs (a description of such proposal assistance must be included in the State comprehensive plan).
9. Recruitment and placement;

10. Benefits;
  - a. Assist in the provision of health and child care benefits to Subtitle C program participants.
11. Activity ineligible for assistance;
  - a. The State Commission may not directly operate any national service program receiving financial assistance in any form.
12. Make recommendations to the Corporation;
  - a. Coordinate activities with other State Agencies;
  - b. Coordinate with volunteer service programs.

The State Commission shall consist of three-year terms of service (initially one third will be appointed to a three year term, one third will be appointed to a two year term and one third will be appointed to a one year term) and shall serve at the pleasure of the Governor.

Voting members on the State Commission:

1. One Representative of a community-based agency or organization;
2. The head of the State education agency;
3. One Representative of local government;
4. One Representative of local labor organizations in the state;
5. Two Representative of business;
6. One Individual with expertise in the educational, training, and developmental needs of youth, particularly disadvantaged youth;
7. One Individual with experience in promoting the involvement of older adults (age 55 and older) in service and volunteerism;
8. One Individual between the ages of 16–25, inclusive, who is a participant or supervisor of a service program for school-aged youth, or of a campus-based or national service program;
9. One Individual with experience in promoting the involvement of older adults (age 55 and older) in service and volunteerism;
10. Four Individuals with expertise in the educational, training, and developmental needs of youth, particularly disadvantaged youth;
11. One Representative from Indian Tribes.

Ex-Officio, non-voting members of the State Commission:

1. Representative of a National Service Program;
2. Commission Executive Director.

The State Commission shall operate according to by-laws approved by the State Commission.

The State Commission shall advise the Governor concerning the implementation of the state's strategic plan for National and Community Service, and its adaptation to changing volunteer and community service needs in the state, so as to ensure the ongoing application of a strategic approach to effective, coordinated delivery of National and Community Service.

The State Commission shall report annually to the Governor regarding its activities and those of the relevant programs.

This order is issued pursuant to Article V, Section I of the North Dakota Constitution.

Executed at Bismarck, North Dakota this 25<sup>th</sup> day of March, 2002.

/s/  
John Hoeven  
Governor

Attest:  
/s/  
Alvin A. Jaeger  
Secretary of State